ASCE Orange County Mentorship Program
Guidelines for Mentoring Relationships and Meeting Topics

General Guidelines

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<tr>
<th>Mentor</th>
<th>Protégé</th>
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<tr>
<td>• Develop a plan for mentoring relationship with individual</td>
<td>• List your personal, professional and career development goals</td>
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<td>• Establish and measure progress of agreed upon objectives. Establish schedule, location and timeline to meet</td>
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<td>• Be flexible</td>
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<td>• Understand framework for the mentoring relationship</td>
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<td>• Share your interests and experiences</td>
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<td>• Identify objectives of the relationship and desired outcome</td>
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<td>• Use local ASCE section and branch activities as a forum for mentoring</td>
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<td>• Be prepared to provide constructive feedback/be honest</td>
<td>• Receive feedback openly</td>
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<td>• Demonstrate commitment/prioritize</td>
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<td>• Establish trust and confidentiality</td>
<td>• Be accountable</td>
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<td>• Evaluate your effectiveness based on original objectives</td>
<td>• Evaluate your progress based on original objectives</td>
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<td>• Share successful techniques with other mentors, promote mentoring to others</td>
<td>• Show appreciation, be a mentor to someone else, promote mentoring to others</td>
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<td>• Discuss training and educational opportunities and assist with professional networking opportunities</td>
<td>• Prepare prior to each meeting with your mentor</td>
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Meeting Topics, Planned and Suggested

**Meeting #1 - Mentor/Protégé Selection (OC Branch/YMF Sponsored)**
- Overview of the program
- Speed Interviews
- Identify top 3 potential Mentors/Protégés

**Meeting #2 – Mentoring Kick-Off Meeting (OC Branch/YMF Sponsored)**
- Discuss both of your career and educational backgrounds
- Discuss your goals and objectives for the year in the mentorship program
- Decide on the best form of communication for scheduling future meetings

**Meeting #3 - Career Planning and Life Goals (Between Mentor/Protégé)**
- Continue your discussion about your mentor's and protégé's history
- Discuss in detail short (1 to 3-yr) and long term (3 to 10-yr) goals and how you both plan to achieve your goals
- Discuss skills necessary to achieve these goals
- Discuss the challenges in achieving work/life balance
Meeting Topics, Planned and Suggested (continued)

Meeting #4 - Review Strengths and Career Gap Assessment (Between Mentor/Protégé)
- Identify your strengths and opportunities for development
- Discuss competencies which are critical to success in your current job
- Discuss skills that are gaps between who you are now and your future self
- Discuss competencies which relate to your short- and long-term career goals

Meeting #5 - Discuss Individual Development Plan (IDP) (Between Mentor/Protégé)
- Adjust goals and objectives as necessary
- Set action plan for next 6 months
- Create a plan or tips to ensure that you are able to achieve professional success without sacrificing your personal/family life

Meeting #6 - Check-in with other Mentors/Protégés (OC Branch/YMF Sponsored)
- Celebrate successes and share stories
- Discuss what is working and what is not working
- Network with other Mentors/Protégés

Meeting #7 - Leadership/Team Work (Between Mentor/Protégé)
- Discuss the importance of leadership and teamwork as it relates to success
- What challenges do you each face in being part of a team
- What traits make a good leader
- How can you improve your leadership skills

Meeting #8 – Evaluate and Reassess IDP (Between Mentor/Protégé)
- Discuss your progress and areas for improvement
- Adjust goals and plan
- Check back in with your action plan and make adjustments as necessary

Meeting #9 - Upcoming Professional Challenges (Between Mentor/Protégé)
- Discuss issues faced and actions taken
- Discuss changes you plan on making
- Discuss building your professional network
- Discuss other topics that you have not previously covered but wish to share with each other

Meeting #10 - End of Year Celebration and Evaluation with all Mentor/Protégés (OC Branch/YMF Sponsored)
- Evaluate the program/year
- Discuss what worked and didn't work in your mentorship year
- Discuss suggestions to help future Mentor/Protégé teams for next year's Program
- Network with other Mentors/Protégés